



First Steps System Point of Entry (SPOE) Semi-Monthly Invoice



Instructions: SPOE may bill the first two calendar months of contract on a semi-monthly basis. Please prorate by $\frac{1}{2}$ the firm fixed price.

SUBMIT INVOICES TO:		Missouri Department of Elementary & Secondary Education Special Education Funds Management P.O. Box 480 Jefferson City, MO 65102	
Invoice No. (use a unique number with each invoice submitted):			
Name of SPOE (as listed on State Contract):			
SPOE Region:			
Invoice for Service Dates:			
Firm Fixed Price (Prorated):			
Provider Signature:			Date:
Employers Federal ID#:			
DESE USE ONLY			
DESE Approval:			
		Signature	Date
Accounting Information:			